



Agenda

Board of Trustees Regular Meeting
Tuesday, February 20, 2024 at 7:00 PM
Room A
801 S. School Avenue
Matteson, Illinois 60443

THIS MEETING IS OPEN TO THE PUBLIC

If you anticipate needing any type of accommodations or have questions about the physical access provided, please call (708) 748-4431 in advance of your participation or visit.

Items that are not listed on the agenda are for discussion only.

1. Call to Order

Our Mission: *The library enables discovery, engages imagination, inspires innovation, and connects with our community.*

Theme: *Visioning as a Board the Library of the Future*

2. Roll Call

3. Pledge of Allegiance

4. Opportunity for Public Comment

5. Consent Agenda: ROLL CALL VOTE REQUIRED

All items on the Consent Agenda are considered routine in nature and will be enacted in one motion. There will be no separate discussion of these items unless a Board member so requests, in which event, the item will be removed from the Consent Agenda and considered before the Active Agenda segment begins.

5.1 Approval of the Agenda for February 20, 2024

5.2 Approval of Minutes for the Finance Committee Meeting, January 9, 2024

5.3 Approval of Minutes for the Regular Board Meeting, January 16, 2023

6. Items removed from the Consent Agenda

7. Consideration of Financial Reports and related Financial Concerns

7.1 Motion to approve January disbursements of **\$84,637.16** for operating invoices, and **\$127,044.19** for payroll related expenses, for a total disbursement of **\$211,681.35**.

7.2 Other-Black History Program

8. Review of Strategic Plan 2024-2026

9. Director and Assistant Director's Report

9.1 Building & Technology

9.2 Continuing Education & Meetings

9.3 News & Marketing

9.4 Outreach

9.5 Staff & Programs

9.6 Trustee Notes

9.7 Other: Auditors

10. President's Report

- 10.1 Trustee Retreat March 9, 2024/Finances etc.
- 10.2 Board Policy Review
- 10.3 Finance Committee-update on First American Bank transfer
- 10.4 Mission and Vision Statement
- 10.5 Other

11. Open Items

12. New Business

- 12.1 Approval of the Matteson Area District Library Strategic Plan for 2024-2026
- 12.2 Motion to to approve the AIA Document B101 Standard Form Of Agreement between the Matteson Area Public Library District and Studio GC, Inc for Interior Renovation and to authorize the Board President to execute the Agreement and Rider to the Agreement on behalf of the District

13. Committee Updates/Upcoming meetings

Building & Grounds-February 13, 2024
Finance Committee-Working Budget/Auditor Recommendation

14. Correspondence

15. Next Month Meeting (Possible Agenda Items)

- 15.1 Resolution for Bank Signers for Illinois Funds Account

16. Adjournment

CHECK SIGNING SCHEDULE

Mar. 5	Andrea Williams	Beverly Coleman	Howard Hunigan
Mar. 19	Jonathan Currin	Temitope Babayode	Donna Brumfield

Trustees who will be out of town during the next month should notify the Library's Administrative Office.

**Matteson Area Public Library District
Board of Trustees Regular Meeting Minutes**

Tuesday, January 16, 2023 at 7:00 PM
Room A

1. Call to Order

President Howard Hunigan called the meeting to order at 7:02pm.

Our Mission: *The library enables discovery, engages imagination, inspires innovation, and connects with our community.*

Theme: Visioning as a Board the Library of the Future

2. Roll Call: President Howard Hunigan, Trustee Donna Brumfield, Trustee Jonathan Currin Trustee, Vice-President Temitope Babayode, Trustee Andrea Williams, Trustee Angela Williams-Brummel and, Student Trustee Carmen Merino

President Hunigan asked Student Trustee Carmen Merino to introduce herself.

Carmen Merino stated she is a 10th grader and attends Southland College Prep, a Band member and currently has a 4.35 GPA. She had straight A's last semester.

Trustee Beverly Coleman was present **via Zoom**.

Staff Present: Director Nikeda Webb, Assistant Director Thom Webb, Computer Service Manager Andrew Murgas, Administrative Assistant Robin Covington

3. Pledge of Allegiance

4. Opportunity for Public Comment - None Present

5. Consent Agenda-

MOTION BY: President Howard Hunigan 2ND BY: Trustee Donna Brumfield

Roll call voted.

Trustee Beverly Coleman - YES	Trustee Donna Brumfield - YES
Vice-President Temitope Babayode - YES	Trustee Jonathan Currin - YES
Trustee Andrea Williams - YES	President Howard Hunigan - YES
Trustee Angela Brummel - YES	

Motion carried.

6. Items removed from the Consent Agenda - None

7. Annual Audit Presentation for Year Ended June 30, 2023

(Board Policy-6.4-Annual Financial Audit) Brett Moeller–O’Neill & Gaspardo, LLC
Director Nikeda Webb introduced the auditor, Mr. Brett Moeller and stated a copy of the audit was emailed to the board.

President Hunigan made comment that he wanted to remind the board that the audit Board Policy 6.4, which is part of our policy, that under the audit, we would seek competitive bids for auditing service, at least every three years, we would work with the auditor to determine the scope of the annual audit. We review the independent auditors management letter, ensure that the outside auditor reports to the full board which is occurring tonight, defines the areas of risk and recommends financial policies to prevent fraud and those areas of risk and ensure that controls are in place.

Brett Moeller made his presentation, he stated that he would not go over the entire audit because it is lengthy but, he asked the board to look at page eight, a summary page that gives you the total revenues and expenses for the year.

- Recommendation that there be more of a **formal approval process** to record the journal entries.
- Second recommendation is to have a **clear schedule that has approvals on what staff pay rates are for the year.**
- Third recommendation is to make sure that if bank balances exceed FDIC (Federal Deposit Insurance Corporation) insurance for all your accounts that the accounts are **collateralized.**
- Fourth recommendation for **segregation of duties** is to review the procedures annually to see if there are any improvements that can be made.
- Fifth recommendation is to **maximize the interest rate** you are receiving on the bank accounts.

The last point is to remind the board that the auditors are not looking at every single transaction, they are selecting samples. There was also another letter issued, which is a boilerplate language that we have to issue for every audit.

President Hunigan stated that the Finance Committee will have a formal meeting to discuss everything that's in the letter and the recommendations. The committee will report back to us if there are other suggestions. A meeting will be scheduled in the near future.

8. **Customer Services Department Annual Presentation- Thom Webb**

Assistant Director Thom Webb gave a snapshot of where we stand in the Customer Service Department. Using a Powerpoint presentation, he emphasized the number of library card holders, the number of library cards issued, and the trend is consistent going in an upward direction.

Some of the new services being providing for our patrons:

- Basic office supplies, stamps, envelopes, writing paper and pens.
- License Plate Sticker renewal
- Site for people to register to vote

Two new part-time employees have been added to the department and it is finally fully staffed.

We are looking toward to the strategic plan, to rebranding, and looking into updating our technology. We have self checkout machines that are about 7 years old and technology keeps changing and the scanners are not strong enough to longer read the barcodes on the phone.

Staff is looking forward to the online card registration as the new website is redeveloped. In closing Thom stated the most important thing is making sure the patron has a good experience when attending the library.

9. Consideration of Financial Reports and related Financial Concerns

9.1 Motioned to approve December disbursements of **\$84,712.38** for operating invoices, and **\$131,931.30** for payroll related expenses, for a total disbursement of **\$.216,643.68**.

MOTION BY: Trustee Beverly Coleman 2ND BY: Trustee Jonathan Currin

Discussion: Director Nikeda Webb, mentioned that the tax deposit sheet are in the board packet. She pointed out some specific checks:

- Maintenance agreement for our computer reservation program
- Legal fees
- Murphy Solutions
- Database renewals

Roll call voted.

Trustee Beverly Coleman - YES	Trustee Angela Brummel - YES
Trustee Donna Brumfield - YES	Vice-President Tem Babayode - YES
Trustee Jonathan Currin - YES	President Howard Hunigan - YES
Trustee Andrea Williams - YES	

Motion carried.

9.2 Other - President Hunigan asked the Finance Committee to talk about new business 13.2 the authority to change banks.

Trustee Beverly Coleman responded to the question, the committee has been in discussion with First American Bank to transfer most of our money to that bank.

Trustee Jonathan Currin stated basically, we were talking about reducing accounts to one checking account, with Quickbooks handling the separation of funds. The auditor advised it's easier for account tracking.

President Hunigan stated let's make sure we negotiate the bank fees so that we have a clear understanding of what the fees will be, because in the past we've had plenty of discussions about our disappointment of banks charging us fees. Before we get started with First American Bank have on record what the cost of those fees will be.

10. Director and Assistant Director's Report

10.1 Staff Updates - New Hires

Tanya Holliday and LeMeah Brownlee have been added to the Customer Service Department.

10.2 CE-American Library Association Conferences - Director Webb will be attending ALA LibLearnX in Baltimore-January 19-22.. The Public Library Association Conference will be held April 3rd - April 5th, 2024 in Columbus, Ohio. The American Library Association will be held in San Diego, California - June 27-July 2. If anyone is interested let Nikeda know.

10.3 Building and Grounds / Technology (15 new laptops-\$17,764.80)

Computer Manager Andy Murgus showed the board one of the new laptops and explained he installs more memory, and more horsepower which will make them run faster and last longer.

- 10.4 Grants-Per Capita and Project Next Generation - Nikeda is finishing up the application for the Capita Grant. The expenditure report is January 30. We used funds for database and programming.

Project Next Generation is the mentoring/STEAM program. We have 65 participants and 6 mentors total.

- 10.5 Marketing-Met with Ericka Moore of (The Story of E Marketing Company) working to revamp our logo, newsletter, website to make it more user friendly and easy to find things. Getting a new look to market ourselves.
- 10.6 Programming - Black History program is coming up, February 2, 2024 at 6:00pm you have invitations. A Black Lives Matter exhibit a Child's Vision, is also being presented. There will be an impersonator of Michael Jackson, Luther Vandross, food, spoken word so please come join us.
- 10.7 Other - Acknowledgement the attendance of the Teen Librarian, Kalea Phillips She is here with our Student Trustee Carmen Merino. Nikeda shared with the board an update about the library's teen volunteer program. The library gets hundreds of calls by teens looking for volunteer community service hours. In December and January we had 35 teens and we gave over 100 hours, they donated and helped collect food 1113 items for the pantry. Kalea will be doing another Teen Volunteer Fair with other agencies to give the teens other options of places to get community service hours.

11. President's Report

- 11.1 Trustee Retreat March 9, 2024/Volunteers to plan the retreat/Finances Mission/Vision Statement - Volunteers for the retreat are Trustee Andrea Williams and Trustee Donna Brumfield.
- 11.2 Library Investment Policy and Board Investment Statement Update - President Hunigan stated that we have updated it and it's ready for approval.
- 11.3 Finance Committee follow-up of Annual Audit Report and Working Budget Review - President Hunigan stated we talked about needing to set up a meeting to look at the auditor's recommendation. Trustee Beverly Coleman will schedule a meeting in February.
- 11.4 Update on the Building Construction Project- Director Webb stated the lawyer has all the edits and the language done regarding the contract. Studio GC has the 3D rendering of the building ready and they will bring it to the next scheduled meeting.
- 11.5 Holiday Party Rescheduled - President Hunigan suggested maybe we should schedule it for spring. Trustee Donna Brumfield suggested we table it for now.
- 11.6 Last month Board Meeting minutes stated that a motion will be coming in January to purchase a CD from First American Bank not to exceed \$230,000. The Finance Committee and the Board President will not be

making that recommendation at this time. President Hunigan stated that's why it is not in new business, we will wait until we get the transition completed.

11.7 Other- None

12. **Open Items - None**

13. **New Business**

13.1 Motion to accept the auditor's report and letter to management.

Discussion: President Hunigan stated to notice the language, we are not approving it, we are just accepting the auditor's report and letter. We will take some time to review it.

MOTION BY: President Howard Hunigan 2ND BY: Trustee Jonathan Currin

Roll call voted.

Trustee Donna Brumfield - YES	Vice-President Tem Babayode - YES
Trustee Jonathan Currin - YES	Trustee Beverly Coleman - YES
Trustee Angela Brummel - YES	President Howard Hunigan - YES
Trustee Andrea Williams - YES	

Motion carried.

13.2 Motion to grant authority to change the library bank accounts from Chase Business Banking to First American Bank Business Banking effective February 1, 2024 with the actual transfer by March 1, 2024

MOTION BY: Trustee Beverly Coleman 2ND BY: Vice-President Tem Babayode

Discussion: Trustee Beverly Coleman is suggesting we allow checks to clear from Chase, therefore we need to move the effective date to April 1, 2024.

Record shows entire Board of Trustees are in agreement to change the date to April 1, 2024.

Roll call voted.

Trustee Beverly Coleman - YES	Vice-President Tem Babayode - YES
Trustee Angela Brummel - YES	Trustee Donna Brumfield - YES
Trustee Jonathan Currin - YES	President Howard Hunigan - YES
Trustee Andrea Williams - YES	

Motion carried. Editorial comment has been approved.

13.3 Motion to submit Decennial Report on Local Government Efficiency Act to the Cook County Board.

MOTION BY: Trustee Jonathan Currin 2ND BY: Vice-President Tem Babayode

Discussion: President Hunigan stated this has been on our agenda before, so we have to take action we are actually submitting.

Roll call voted

President Howard Hunigan - YES	Vice-President Tem Babayode - Yes
Trustee Donna Brumfield - YES	Trustee Jonathan Currin - YES
Trustee Beverly Coleman - YES	Trustee Angela Brummel - YES
Trustee Andrea Williams - YES	

Motion carried.

- 13.4 Approve Section 4.5 Public Funds Investment Policy of the General Policy Handbook.

MOTION BY: President Howard Hunigan 2ND BY: Trustee Donna Brumfield

Discussion: None

Roll call voted

President Howard Hunigan - YES	Vice-President Tem Babayode - Yes
Trustee Jonathan Currin - YES	Trustee Andrea Williams - YES
Trustee Beverly Coleman - YES	Trustee Angela Brummel - YES
Trustee Donna Brumfield - YES	

Motion carried

14. Closed Session

Motion to enter into Closed Session under Section 2(c)(1) of the Open Meeting Act for "the performance of a specific employee" as mandated by Section 2.06 of the Open Meeting Act and deliberation concerning salary schedules of one or more classes of employees.

MOTION BY: President Howard Hunigan 2ND BY: Trustee Andrea Williams

Roll call voted

President Howard Hunigan - YES	Vice-President Tem Babayode - YES
Trustee Donna Brumfield - YES	Trustee Beverly Coleman - YES
Trustee Jonathan Currin - YES	Trustee Andrea Williams - YES
Trustee Angela Brummel - YES	

Motion carried

Time entered into closed session was 8:39pm

President Hunigan stated let the record state all Trustees were in agreement to resume open session.

Open session resumed at 9:00pm

15. Committee Updates/Upcoming meetings

Building & Grounds - February 13, 2024 at 6:30pm

Finance Committee - Working budget review (will schedule)

Personnel Meeting - January 30, 2024 at 6:00pm

Regular Board Meeting - February 20, 2024 at 7:00pm.

16. Correspondence - None at this time

17. Next Month Meeting (Possible Agenda Items)

17.1 Approval of the Matteson Area District Library Strategic Plan-
Director Webb stated that there will be a presentation about the strategic plan at the next meeting. President Hunigan added there will also be a presentation also on the working budget.

18. Adjournment

MOTION BY: President Howard Hunigan 2ND BY: Trustee Jonathan Currin

Ayes 7. Nays 0. Motion carried.

The Board meeting adjourned at 9:04pm.

Andrea Williams, Board Secretary

Robin Covington, Administrative Assistant



Matteson Area Public Library District

Agenda

Finance Committee Meeting
Tuesday, January 9 at 5:30 PM
Room D
801 S. School Avenue
Matteson, Illinois, 60443

THIS MEETING IS OPEN TO THE PUBLIC

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Items that are not listed on the agenda are for discussion only.

1. **Call to Order**
Meeting was called to order at 5:30:00 pm by Trustee Jonathan Currin.
2. **Roll Call**
Present: Jonathan Currin, Howard Hunigan, Beverly Coleman (phone)
Staff: Director Nikeda Webb
Guests: Marlene Garcia-Bell, CJ Robertson, and Thomas Alcoser, First American Bank
3. **Opportunity for Public Comment**
None
4. **Discussion with First American Bank**
Representatives from First American Bank presented to the committee the steps taken to open an account with First American. They reviewed the different accounts offered, fees associated with each account, collateralization, and Positive Pay.
5. **Other**
Trustees discussed the presentation. President Hunigan asked for Trustee Coleman and Currin to create the process to opening a new account with First American Bank. Trustees also discussed the opening of an Illinois Funds account.
6. **Adjournment**
Meeting was adjourned at 6:50 pm.

**Matteson Area Public Library District
JANUARY 2024 Bank Statements**

Chase Operating Checking (3159)

Beginning Balance	\$26,490.70	
Deposits	\$331,973.59	
Checks & Payments	\$84,637.16	
Uncleared Transactions	\$0.00	
Fees	\$0.00	
Ending Balance	\$273,827.13	<u>\$273,827.13</u>

Chase Payroll Checking (8526)

Beginning Balance	\$198,846.35	
Deposits	\$500,000.00	
Interest	\$0.00	
Checks & Payments	\$129,878.47	
Uncleared Transactions	\$0.00	
Ending Balance	\$568,967.88	<u>\$568,967.88</u>

First American - Cash Fund

Beginning Balance	\$404,020.19	
Deposits	\$11,712.04	
Debits	\$0.00	
Interest	\$120.50	
Checks Issued/transfer out	\$0.00	
Ending Balance	\$415,852.73	<u>\$415,852.73</u>

First American - Plates

Beginning Balance	\$638.38	
Deposits	\$2,343.24	
Debits	\$2,120.20	
Interest	\$0.01	
Checks Issued/transfer out	\$0.00	
Ending Balance	\$861.43	<u>\$861.43</u>

Emergency Cash Fund (4880)

Beginning Balance	\$230,560.66	
Deposits	\$0.00	
Interest	\$10.35	
Checks Issued/transfer out	\$0.00	
Ending Balance	\$230,571.01	<u>\$230,571.01</u>

Corporate Fund (4773)

Beginning Balance	\$2,186,644.53	
Deposits	\$0.00	
Interest	\$64.26	
Checks Issued/transfer out	\$830,804.94	
Ending Balance	\$1,355,903.85	<u>\$1,355,903.85</u>

Equipment Fund (4898)

Beginning Balance	\$25,268.13	
Deposits	\$0.00	
Interest	\$1.13	
Checks Issued/transfer out	\$0.00	
Ending Balance	\$25,269.26	<u>\$25,269.26</u>

Special Reserve Fund (4906)

Beginning Balance	\$1,640,085.94	
Deposits	\$0.00	
Interest	\$73.61	
Checks Issued/transfer out	\$0.00	
Ending Balance	\$1,640,159.55	<u>\$1,640,159.55</u>

Total of all Bank Accounts **\$4,511,412.84**



Matteson Area Public Library District

January 2024 Disbursement Warrant

Board Meeting Date: February 20, 2024

Vendor Disbursements

		Debit / Check #	
January	Utilities	Water, Garbage, Internet	3,823.70
January	Electronic Payments	Chase Card	12,254.36
January	Manual Checks	21036-21088	<u>72,394.68</u>
			\$ 88,472.74

Payroll Disbursements

01/05/24	Gross Payroll		37,269.76
01/05/24	Employer Payroll Taxes		12,838.17
01/19/24	Gross Payroll		38,397.50
01/19/24	Employer Payroll Taxes		13,580.73
	Gross Payroll		0.00
	Employer Payroll Taxes		0.00
January	IMRF		<u>12,284.28</u>
			\$ 114,370.44

Voided Checks Previously Issued

\$0.00

\$0.00

Total Disbursements for December

\$ 202,843.18

Previous Month

\$202,514.98

Estimated Upcoming Month

\$215,000.00

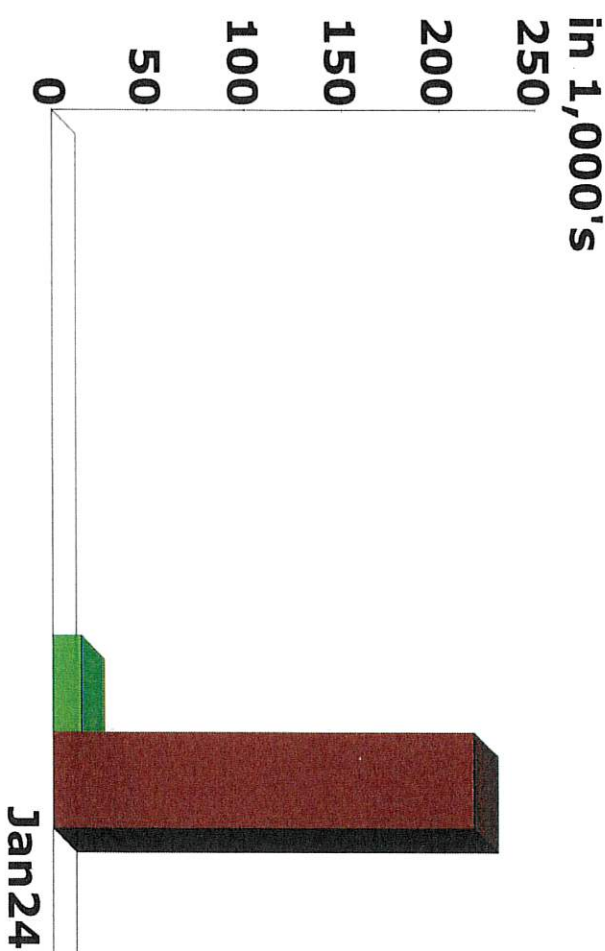
\$ 620,358.16

**Matteson Area Public Library District
January 2024 Checks Issued-Operating**

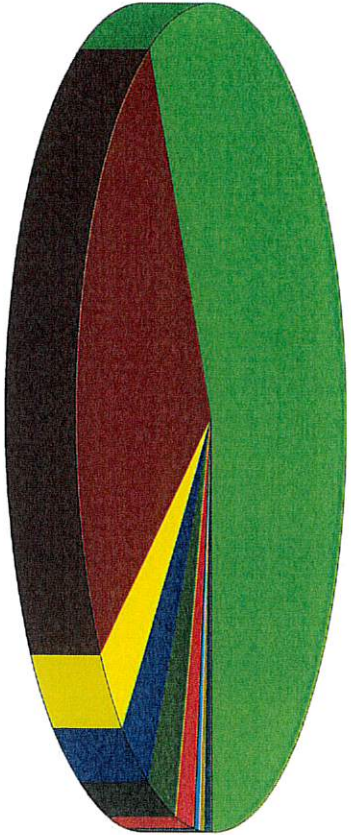
Type	Date	Num	Name	Memo	Amount	Freq
Check	01/02/2024	21036	Alliance Entertainment	AV	-522.62	
Check	01/02/2024	21037	AT & T	Internet	-381.36	M
Check	01/02/2024	21038	Barrette Seibert	AS Program-Yoga	-150.00	
Check	01/02/2024	21039	CDW Government Inc	15 Laptops/6 3yr Lic.	-19,488.66	
Check	01/02/2024	21040	Charmyne Taylor	Mentor	-1,500.00	PNG
Check	01/02/2024	21041	Colleen Vander Hye	Mileage for In-Service	-22.27	
Check	01/02/2024	21042	Cynthia Morse	AS Program-Line Dancing	-100.00	
Check	01/02/2024	21043	Enterprise Office	Toner	-175.00	
Check	01/02/2024	21044	Hayes Mechanical	Refrigerant 44LBS	-3,740.00	
Check	01/02/2024	21045	Menards	Building Supplies	-174.23	
Check	01/02/2024	21046	Naeir	Library Supplies	-241.42	
Check	01/02/2024	21047	Nicor	Gas	-2,315.83	M
Check	01/02/2024	21048	O'Neill & Gaspardo	Audit	-8,000.00	A
Check	01/02/2024	21049	RAILS	Bookbrowse 1/224-12/24	-516.00	A
Check	01/02/2024	21050	Scholastic Publishing	YS Books	-46.77	
Check	01/02/2024	21051	Semmer Landscape	Deicing Park Lot-12/18	-580.00	
Check	01/02/2024	21052	T-Mobile	Cellphone	-122.16	M
Check	01/02/2024	21053	The Home Depot	Supplies	-46.96	
Check	01/02/2024	21054	Village of Matteson	Water	-355.63	M
Check	01/16/2024	21055	Aisha Scott	Black History Exhibit	-2,500.00	
Check	01/16/2024	21056	Alliance Entertainment	Audiobooks	-463.10	
Check	01/16/2024	21057	Blackstone Publishing	Audiobooks	-34.44	
Check	01/16/2024	21058	CDW Government Inc	15 Laptop Lic. & 3 Toner	-8,079.87	
Check	01/16/2024	21059	Central Technology Inc	Renewal MyPromo	-419.40	A
Check	01/16/2024	21060	Chosyn Lockett	Black History Performance	-450.00	
Check	01/16/2024	21061	Cintas	Maintenance 3 AED	-378.00	
Check	01/16/2024	21062	Dave Herzog Marionettes	YS Puppet Workshop	-210.00	
Check	01/16/2024	21063	Demco, Inc.	Processing Supplies	-239.95	
Check	01/16/2024	21064	Enterprise Office	Copier Repair	-279.00	
Check	01/16/2024	21065	Gale/Cengage Learning	Books	-310.66	
Check	01/16/2024	21066	Hayes Mechanical	Maintenance	-1,865.00	Q
Check	01/16/2024	21067	Hinkley Springs	Water	-135.86	
Check	01/16/2024	21068	Homewood Disposal	Garbage	-198.72	M
Check	01/16/2024	21069	Illinois Library Assoc.	Dues for N. Webb	-150.00	
Check	01/16/2024	21070	Jalyn Edwards	MILEAGE	-23.51	
Check	01/16/2024	21071	Julia Driscoll	Mileage	-1,800.00	
Check	01/16/2024	21072	Kalea Phillips	Mileage	-19.45	
Check	01/16/2024	21073	Klein, Thorpe & Jenkins	Legal Fees	-967.70	
Check	01/16/2024	21074	Lisa Fasano	Mileage	-17.69	
Check	01/16/2024	21075	Mechanic Shop Femme	PS Progam	-400.00	

Check	01/16/2024	21076	Menards	Building Supplies	-18.99	
Check	01/16/2024	21077	Off-Site Business Sol.	Bookkeeping	-100.50	M
Check	01/16/2024	21078	Orkin Pest Control	Pest Control	-114.99	M
Check	01/16/2024	21079	Overdrive, Inc	eBooks	-3,019.95	
Check	01/16/2024	21080	Playaway Products	Audiobooks	-272.60	
Check	01/16/2024	21081	Quill Corp.	Office Supplies	-699.05	
Check	01/16/2024	21082	RAILS	Swank Movie Lic.	-448.00	A
Check	01/16/2024	21083	Semmer Landscape	2 Deicings & Snow Remvl	-2,960.00	
Check	01/16/2024	21084	Susan Fulcher	Mileage, Supplies	-451.75	
Check	01/16/2024	21085	SWAN	Fee	-9,002.75	Q
Check	01/16/2024	21086	Technology Mgmt Fund	Internet	-450.00	M
Check	01/16/2024	21087	Tiffaney Washington	Black History Poet	-500.00	
Check	01/16/2024	21088	Warehouse Direct	Building Supplies	-758.54	
					<u>-76,218.38</u>	
					-76,218.38	

Income and Expense by Month



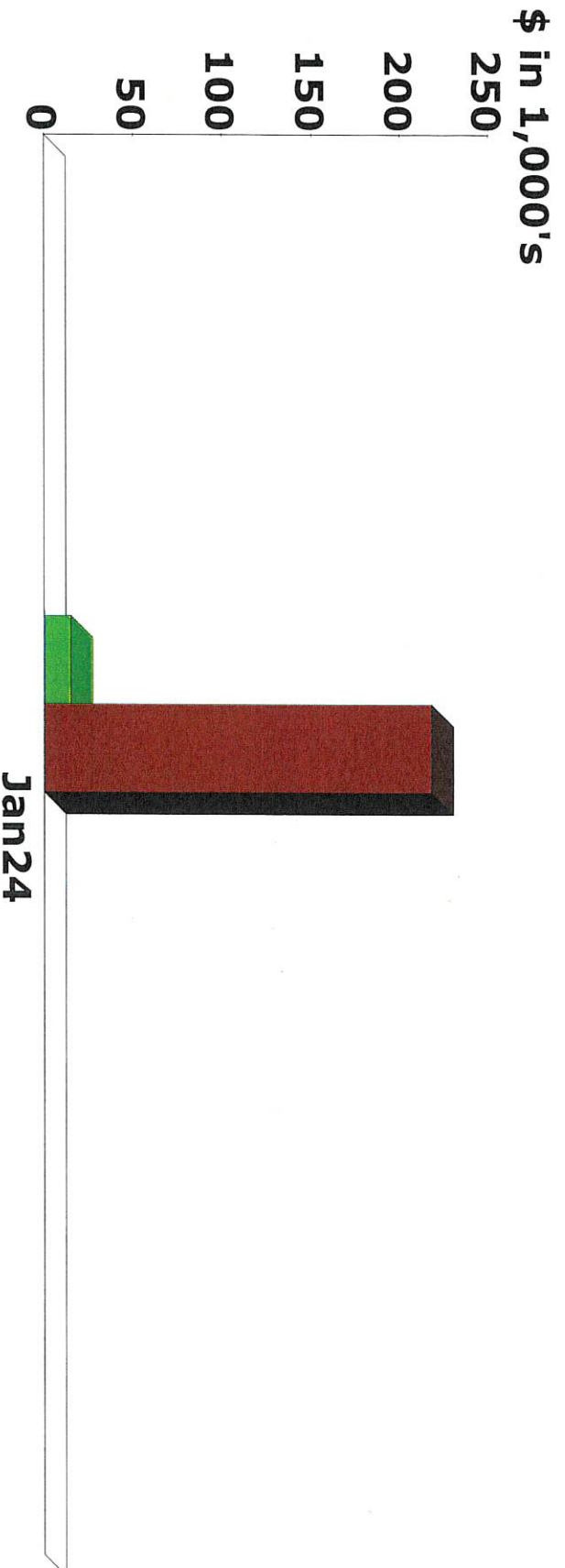
Expense Summary



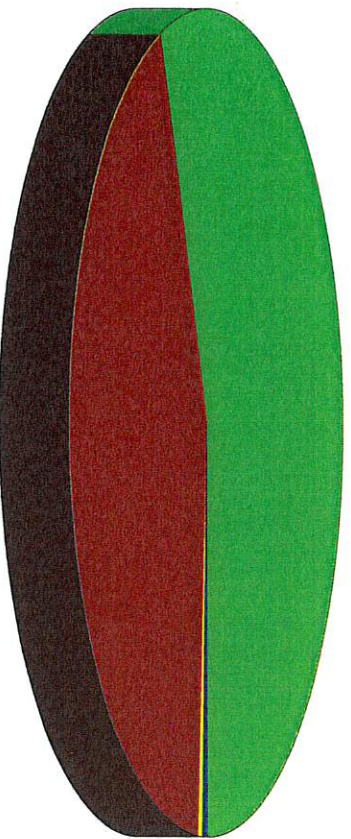
PERSONNEL	57.66%
OPER/SERV	27.20
55141 . IMRF FUND - EXPENSE	3.89
74001 . AUDIT EXPENSE	3.66
65161 . SOCIAL SECURITY FUND	3.52
MATERIALS	2.37
OPERATING SUPPLIES	0.79
SPECIAL ACCOUNTS	0.72
8 . UNEMP/LIABILITY INSURAN	0.17
Total	\$218,460.33

By Account

Income and Expense by Month January 2024



Income Summary January 2024



■	Income Account	55.83%
■	14620 · PATRON SALES/FEES	43.37
■	1466 · 1466-REIMBURSEMENTS	0.63
■	14540 · DONATIONS	0.17
Total		\$15,022.53

By Account

Matteson Area Public Library District Statistics

January 2024

Card Holders
3,855

Active
325

Unexpired
3756

Curbside/Lockers

Patrons 4
Items 16

Homebound

Patrons 4
Items 30

Computer Usage
13,241

AS Lab 815
YS Lab 305
Website Hits 8442
Website Sessions 2906
Wi-Fi 922

Visits

Patrons 4633

Rooms

Patrons Used 188
133

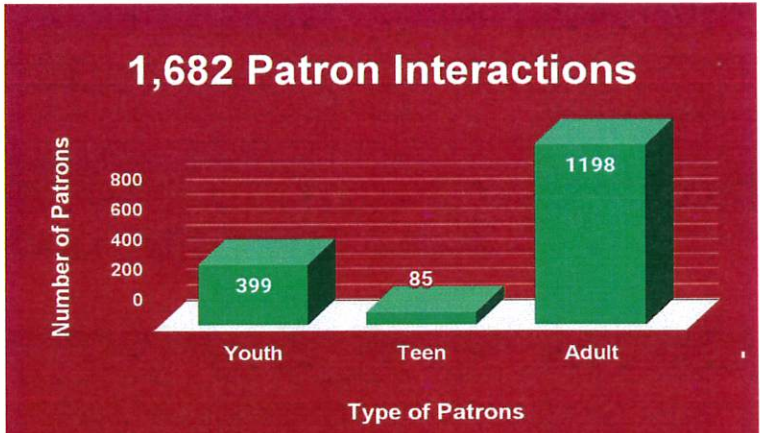
Social Media


Instagram  Followers 568

Twitter  Followers 689

Facebook  Followers 2,475

YouTube  Subscribers 304





Interlibrary Loans
2,095

OCLC Received 13
OCLC Sent 21
SWAN Received 608
SWAN Sent 1612

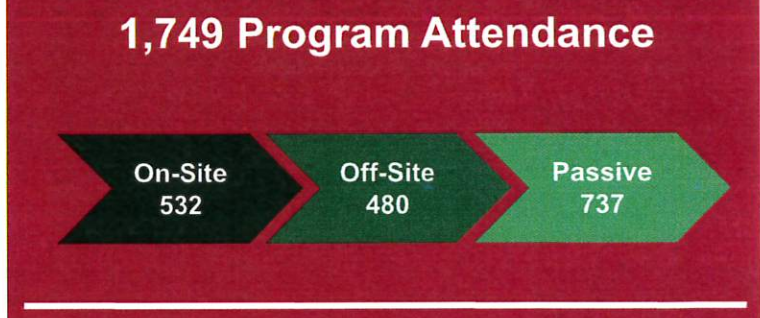
Collections 1,499,416

1427416

• Print • Digital

Checkouts 7,424

• Digital • Print • Non-Print
1021 3,884 1,298

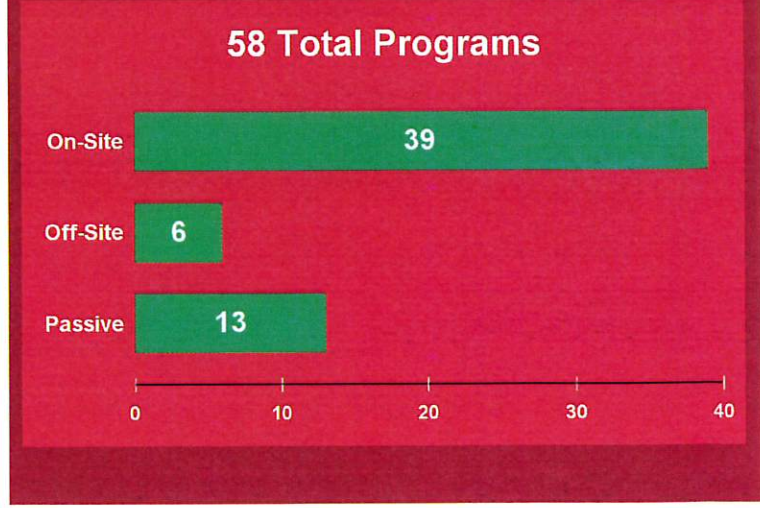


Volunteers

of Sessions 42
of Students 49
Total Hours 135.75

Databases

of databases owned 40
of times accessed 1,423



UPDATED CHECK SIGNING SCHEDULE June 16, 2023

<u>Date</u>	<u>Name</u>	<u>Name</u>	<u>Alternate</u>
July 11	Temitope Babayode	Donna Brumfield	Jonathan Currin
July 25	Howard Hunigan	Andrea Williams	Beverly Coleman
August 15	Donna Brumfield	Jonathan Currin	Temitope Babayode
August 29	Andrea Williams	Beverly Coleman	Howard Hunigan
September 19	Jonathan Currin	Temitope Babayode	Donna Brumfield
October 03	Beverly Coleman	Howard Hunigan	Andrea Williams
October 17	Temitope Babayode	Donna Brumfield	Jonathan Currin
November 07	Howard Hunigan	Andrea Williams	Beverly Coleman
November 21	Donna Brumfield	Jonathan Currin	Temitope Babayode
December 05	Andrea Williams	Beverly Coleman	Howard Hunigan
December 19	Jonathan Currin	Temitope Babayode	Donna Brumfield
January 02	Beverly Coleman	Howard Hunigan	Andrea Williams
January 16	Temitope Babayode	Donna Brumfield	Jonathan Currin
February 06	Howard Hunigan	Andrea Williams	Beverly Coleman
February 20	Donna Brumfield	Jonathan Currin	Temitope Babayode
March 05	Andrea Williams	Beverly Coleman	Howard Hunigan
March 19	Jonathan Currin	Temitope Babayode	Donna Brumfield
April 02	Beverly Coleman	Howard Hunigan	Andrea Williams
April 16	Temitope Babayode	Donna Brumfield	Jonathan Currin
May 07	Howard Hunigan	Andrea Williams	Beverly Coleman
May 21	Donna Brumfield	Jonathan Currin	Temitope Babayode
June 04	Andrea Williams	Beverly Coleman	Howard Hunigan
June 18	Jonathan Currin	Temitope Babayode	Donna Brumfield
July 02	Beverly Coleman	Howard Hunigan	Andrea Williams
July 16	Temitope Babayode	Donna Brumfield	Jonathan Currin
August 06	Howard Hunigan	Andrea Williams	Beverly Coleman

Phones Numbers

Beverly Coleman	480-3778
Donna Brumfield	846-7693
Howard Hunigan	720-2731
Temitope Babayode	927-8229
Andrea Williams	720-5933
Jonathan Currin	747-7436

Updated 7/31/2023